



# Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

## Charging & Remission Policy

Also published on the website

Responsible for Policy:	School Improvement Board (Interim Academy Committee)
Date of Policy:	April 2019
Date Approved by SIB:	May 2019
Cycle of Review:	Annual
Next Review Date:	April 2020



The school is named after Cardinal Nicholas Wiseman who became the first Cardinal upon the re-establishment of the Catholic hierarchy in England and Wales in 1850. His coat of arms is displayed on every student's blazer. The motto is 'All things for Christ' therefore faith is at the heart of everything we do, as well as recognising that we are all made in the image of God.

### **CHARGING POLICY**

This charging policy has been compiled in line with DFE requirements and in accordance with Section 457 of the Education Act, 1996. It is the intention of the Local Academy Committee that no pupil will be disadvantaged by this policy.

1. It is the policy of the Local Academy Committee:
  - a. To make the appropriate charge to parents for all board and lodging requirements on residential visits except that these charges will be subsidised for students who are in receipt of or whose parents are in receipt of the benefits in paragraph 5 below. The exception to this is for trips that are not directly related to the provision of the curriculum.
  - b. To subsidise charges for visits deemed to take place wholly or mainly during school hours to Coventry's own outdoor education and centres for students who are in receipt of or whose parents are in receipt of the benefits in paragraph 5 below.
  - c. To make the appropriate charge for all activities that take place wholly or mainly outside normal school hours except in the case of activities that fulfil any requirement of the syllabus for a prescribed public examination or of the National Curriculum. From time to time the cost may be reduced by fund raising or by subsidy from school funds.
  - d. To ensure that on occasions where charges may be made, no student is disadvantaged solely by his/her inability to pay.
  - e. To leave to the Principal's discretion the proportion of costs for an activity which can be properly charged to public or non-public funds.
  - f. To require parents to pay for damage to or loss of school property for which their children are responsible where reimbursement is appropriate.
  - g. To request voluntary contributions from parents to fund school activities taking place wholly or mainly during school hours which can only run if there is sufficient voluntary funding, whilst ensuring that no student is debarred solely by the inability or unwillingness of parents to pay.



h. Sample wording for letters:

- “£xxxx will cover the cost of your child’s place on this trip. This payment is voluntary, but if insufficient contributions are received, the trip may not take place”.
- i. To ask parents of students who do practical subjects such as Technology or Art to provide their own ingredients and/or materials for the finished products which they will take home.
- j. To charge the entry fee for any student who fails to complete the requirements of or to sit a public examination that the Local Academy Committee has agreed to pay. Students in the Sixth Form may be required to pay for re-sits.
- k. A charge may be made for the cost of copies of any policy document, record or other document requested by parents, guardians or others.
- l. Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
  - transporting registered pupils to other premises where the Local Academy Committee or local education authority has arranged for pupils to be educated
  - transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
  - transport provided in connection with an educational visit.
2. To submit to the Principal any issue which may require a decision over implementation of the policy in any particular circumstance. Appeals against decisions in this policy will be dealt with by the relevant committee with oversight of the curriculum.
3. There is an exception to the rule about not charging for activities in school hours:

Charges may be made for teaching either an individual student, or groups of up to four students, to play a musical instrument. Charges will only be made if the teaching is not an essential part of either the national curriculum or a public examination syllabus being



followed by the student(s). Where a charge is to be made for music tuition, parental consent will be obtained before the tuition takes place.

4. The following statement is made in compliance with Chapter III of the Education Act 1996 (sections 449-462), the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; the Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003; the Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005 and the Charges for Music Tuition (England) Regulations 2007.

‘The Principal delegated by the Local Academy Committee will have discretion to pay from the School Fund of Cardinal Wiseman Catholic School or through fundraising to assist in the whole or in part any student whose means would not enable them to pay for a particular activity for which charging is permitted.’

5. Subsidies referred to in paragraphs 1 and 2 above will apply to students who are in receipt of or whose parents are in receipt of any of the following benefits:
- Income Support
  - income-based Jobseeker's Allowance
  - income-related Employment & Support Allowance
  - support under part VI of the Immigration and Asylum Act 1999
  - the guaranteed element of Pension Credit
  - Child Tax Credit (provided the individual is not entitled to Working Tax Credit and their annual income does not exceed £16,190)
  - Working Tax Credit run-on – paid for 4 weeks after the individual stops qualifying for Working Tax Credit
  - Universal Credit – if the individual applies on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits the individual gets).





**CARDINAL WISEMAN**  
CATHOLIC SCHOOL